

SUPERSEDES SCHEDULE # 182
QUEST FOR RECORDS RETENTION SCHEDULE
Submitted to the Records Manager, Division
Hall of Records CommissionSCHEDULE
NO.

342

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NO.

1. ✓

Requesting Agency

2. Division or Bureau of Requesting Agency

MARYLAND STATE BOARD OF MOTION PICTURE CENSORS

3. Authorization Requested (Check only one of the squares below).

☐ A Dispose of present accumulation. No additional accumulation is anticipated. Records have ceased to have value to warrant retention.

☒ B Establish retention schedule for records for which there is a continuing accumulation. The records will cease to have value to warrant their retention after the period of time indicated.

☐ C Microfilm and destroy originals. Originals if not microfilmed would be retained for the period of time indicated.

4.
Item
No.

5. Description of Records

Describe records accurately. Include title, form number, size of documents, work or activity to which the records relate, inclusive dates, and quantity (cubic or linear feet). Show recommended retention period.

6. Recommendation
of Hall of Records
and Board of Public
Works.1. MINUTES OF THE BOARD

Dates: 1916 - -

Quantity: 3 cubic feet

Arrangement: Chronological entries

Minutes of the Board were recorded in loose-leaf binders to 1940; since that date they are in lock-type binders. Entries recording actions and decisions of the Board are made weekly.

RECOMMENDATION: RETAIN PERMANENTLY.

2. APPLICATION FILE

Form No. 1

Size: 4" x 5½"

Quantity: 32 drawers in office and 60 drawers in Department of Budget and Procurement Warehouse (Total 16 cubic feet)

Dates: 1916 - -

File Arrangement: Numerical

Audited by: State

Shows application number, title of film, number of reels and feet, type of film - comedy, drama, cartoon, etc., manufacturer, applicant, and action taken by the Board; approved, approved with elimination, or rejected. Also shown is amount of money received for fee.

RECOMMENDATION: RETAIN FOR SIX YEARS OR UNTIL AUDITED, WHICHEVER IS LATER, AND THEN DESTROY.

APPROVED
HALL OF RECORDS COMMISSION

7. Agency, Division or Bureau Representative

Elwood L. Helhart
SignatureAdministrative Assistant January 26, 1959
Title DateSchedule Authorized as Indicated in Col. 6 by Hall of
Records Commission.Disposal Authorized as Indicated in Col. 6 by Board of
Public Works.2/13/1959
DateM. S. Radloff
ArchivistFEB 16 1959
DateC. H. H. H. H.
Secretary

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56)
Records
Commission

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6. Recommendation of Hall of Records and Board of Public Works.

3. ALPHABETICAL FILE

Form No.: 2

Size: 4" x 5"

Quantity: 142 drawers (30 cubic feet)

Dates: 1916 - -

File Arrangement: Alphabetical by name of film

Annual Accumulation: $\frac{1}{2}$ cubic foot

The following records are maintained in this file:

Form 2 Order - Approving film without elimination. Shows order number, date, title, type of film; number of reels and feet, manufacturer, applicant and approval of Board. Also shows amount of money received for examination fee.

Form 10 Order - Shows same information as Form 2, but is used in cases where some of the film must be eliminated prior to showing. It is attached to Form 11.

Form 11 Eliminations - Indicates specifically what must be eliminated from the film prior to showing.

This file is constantly used for re-issue of approval seals dating back to the earliest films, and for replacing mutilated seals.

RECOMMENDATION: RETAIN PERMANENTLY.

4. FILM ANALYSIS CHART FOR FEATURE FILMS

Form No.: 15

Size: 5" x 8"

Quantity: 12 drawers (4 cubic feet)

Dates: 1940 - -

File Arrangement: Alphabetical

Annual Accumulation: 1 linear foot

Cards show background data for the film such as crime, violence, immorality, drinking, sacrilege; ratings of other reviewing and censoring boards both official and quasi-official. The reverse side shows any remarks of the reviewer. Because of film industry practice of periodically re-submitting films which has been cut or rejected, the analysis chart is useful for many years.

RECOMMENDATION: RETAIN FOR FIFTY YEARS.

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HALL OF RECORDS COMMISSION

APPROVED BY
BOARD OF PUBLIC WORKS

FEB 16 1959

Andrew C. Hulick

SECRETARY

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5. FILM RECORD CARD

Form No.: 24
Size: 3" x 5"
Quantity: 24 drawers
Dates: 1940 - -
File Arrangement: Alphabetical
Annual Accumulation: 2½ cu. ft.

This card form is prepared for each original print reviewed by the Board. It shows date, title of film, print number, number of reels and length of film in feet. Duplicate prints subsequently sent to the Board for approval and seal are also noted on the card. Maintenance of this file obviates the necessity of re-reviewing the print and calculating the fee. The form is prepared from the Daily Report of Film Examiner (Form 23) which lists all the film examined daily. The Daily Report (Form 23) is considered non-record within the meaning of the statute governing non-record material (Art. 41, Sec. 179, Annotated Code of 1957). The recommendation below applies only to the Film Record Card (Form 24).

RECOMMENDATION: RETAIN FOR TEN YEARS, AND THEN DESTROY.

6. CORRESPONDENCE

Quantity: 3 drawers plus 5 cubic feet in Department of Budget and Procurement Warehouse (total 9 cubic feet)
Dates: 1916 - -
File Arrangement: Alphabetical
Annual Accumulation: ½ cubic foot

Correspondence with agencies concerning the functions of the office; with individuals requesting inquiries, other state agencies, film exchanges, manufacturers and exhibitors.

RECOMMENDATION: RETAIN FOR THREE YEARS AND THEN DESTROY.

7. ACCOUNTING RECORDS

Quantity: 8 drawers plus 15 transfiles in Department of Budget and Procurement Warehouse (total 35 cubic feet)
Dates: 1916 - -
File Arrangement: Chronological.
Annual Accumulation: ½ cubic foot
Audited by: State

This item includes all standard accounting forms used by the State agencies as supporting data to the final book of entry. The final book of entry is to be retained permanently. Specifically these supporting records are:

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HALL OF RECORDS COMMISSION

APPROVED BY
SECRETARY OF PUBLIC WORKS

FEB 16 1959

Andrew Hubel
SECRETARY

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<div>Comptroller of the Treasury</div> <table><thead><tr><th>Form No.</th><th>Title</th></tr></thead><tbody><tr><td>E-1 and E-¹/₂</td><td>Transmittal</td></tr><tr><td>DD-1</td><td>Certificate of Deposit and Bank Deposit Slip</td></tr><tr><td>R-2 (formerly MR-2)</td><td>Monthly Report of State Funds Collected and Deposited</td></tr><tr><td></td><td>Distribution of Unexpended and Obligated Balances</td></tr><tr><td></td><td>Monthly Statement of Balances</td></tr><tr><td colspan="2">Purchasing Bureau (Department of Budget and Procurement)</td></tr><tr><td>1-A</td><td>Requisition for Supplies</td></tr><tr><td>47A</td><td>Purchase Order</td></tr><tr><td>100-16</td><td>Out-of-Schedule Requisition for Supplies</td></tr><tr><td>39A and 40A</td><td>Stores Requisition</td></tr><tr><td>CF-2</td><td>Copy of Contract Awarded</td></tr><tr><td>27A</td><td>Copy of Contract Awarded</td></tr><tr><td>CF-3</td><td>Copy of Contract Awarded</td></tr><tr><td></td><td>Delivery Invoice</td></tr><tr><td>26A</td><td>Notice of Award of Contract</td></tr><tr><td>52</td><td>Credit Memorandum</td></tr><tr><td>51</td><td>Report of Partial Delivery</td></tr><tr><td colspan="2">Budget Bureau (Department of Budget and Procurement)</td></tr><tr><td>B.P. Inv. R101</td><td>Report of Fixed Assets (Annual)</td></tr><tr><td>B.P. Inv. R102</td><td>Report of Materials and Supplies (Annual)</td></tr><tr><td>B.P. Inv. 6</td><td>Materials and Supplies Physical Inventory (annual)</td></tr><tr><td>BB-40</td><td>Request for Position Action</td></tr><tr><td>B.P. Inv. 1</td><td>Stores Record</td></tr><tr><td>B.P. Inv. 2</td><td>Equipment Record</td></tr><tr><td>B.P. Inv. 3</td><td>Motor Vehicle Record</td></tr><tr><td></td><td>Monthly Statement of Balances</td></tr><tr><td></td><td>Memorandum of Adjustment</td></tr><tr><td colspan="2">Others</td></tr><tr><td></td><td>Vendors Invoices</td></tr><tr><td></td><td>Bank Deposit Slips</td></tr><tr><td></td><td>Bank Statements</td></tr><tr><td></td><td>Canceled Checks</td></tr><tr><td>8</td><td>Subseal Application</td></tr><tr><td>16</td><td>Daily Cash Receipt Check Stubs</td></tr><tr><td>17</td><td>Daily Expense Account</td></tr><tr><td>18</td><td>Expense Account - Field Trips</td></tr><tr><td></td><td>Inspector's Monthly Summary of Daily Expenses (invoice)</td></tr><tr><td>12</td><td>Film Examiner's Report - New Film</td></tr><tr><td>14</td><td>Film Examiner's Report - Duplicate Film</td></tr><tr><td>32</td><td>Daily Record of Censorship Application</td></tr></tbody></table>			Form No.	Title	E-1 and E- ¹ / ₂	Transmittal	DD-1	Certificate of Deposit and Bank Deposit Slip	R-2 (formerly MR-2)	Monthly Report of State Funds Collected and Deposited		Distribution of Unexpended and Obligated Balances		Monthly Statement of Balances	Purchasing Bureau (Department of Budget and Procurement)		1-A	Requisition for Supplies	47A	Purchase Order	100-16	Out-of-Schedule Requisition for Supplies	39A and 40A	Stores Requisition	CF-2	Copy of Contract Awarded	27A	Copy of Contract Awarded	CF-3	Copy of Contract Awarded		Delivery Invoice	26A	Notice of Award of Contract	52	Credit Memorandum	51	Report of Partial Delivery	Budget Bureau (Department of Budget and Procurement)		B.P. Inv. R101	Report of Fixed Assets (Annual)	B.P. Inv. R102	Report of Materials and Supplies (Annual)	B.P. Inv. 6	Materials and Supplies Physical Inventory (annual)	BB-40	Request for Position Action	B.P. Inv. 1	Stores Record	B.P. Inv. 2	Equipment Record	B.P. Inv. 3	Motor Vehicle Record		Monthly Statement of Balances		Memorandum of Adjustment	Others			Vendors Invoices		Bank Deposit Slips		Bank Statements		Canceled Checks	8	Subseal Application	16	Daily Cash Receipt Check Stubs	17	Daily Expense Account	18	Expense Account - Field Trips		Inspector's Monthly Summary of Daily Expenses (invoice)	12	Film Examiner's Report - New Film	14	Film Examiner's Report - Duplicate Film	32	Daily Record of Censorship Application	<div>APPROVED BY BOARD OF PUBLIC WORKS</div> <div>FEB 16 1959</div> <div><i>Andrew H. ...</i> SECRETARY</div>
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HALL OF RECORDS COMMISSION

APPROVED BY
BOARD OF PUBLIC WORKS

FEB 16 1959

Andrew Stuleck
SECRETARY

RECOMMENDATION: RETAIN FOR THREE YEARS OR UNTIL AUDITED, WHICHEVER IS LATER, AND THEN DESTROY.

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8. ACCOUNTING RECORDS FOR WHICH DISPOSAL HAS BEEN PROVIDED BY A GENERAL RECORDS RETENTION SCHEDULE.

PAYROLL (Prior to July 1, 1953). The agency copy of this payroll form is to be retained for five years or until audited, whichever is later, and then destroyed. (General Schedule No. G-1, Item 1-d, approved by the Board of Public Works, January 11, 1954).

PAYROLL JOURNAL - The agency copy is to be retained for three years or until audited, whichever is later and then destroyed. (General Schedule No. G-2, Item 1-d, approved by the Board of Public Works, January 11, 1954).

PAYROLL EXCEPTIONS, ADDITIONS AND EXCEPTIONS - The agency copy is to be retained for three years or until audited, whichever is later, and then destroyed. (General Schedule No. G-2, Item 3-b, approved by the Board of Public Works, January 11, 1954).

PAY WARRANTS - The agency copy is to be retained for three years or until audited, Federal and State, whichever is later, and then destroyed. (General Schedule No. G-3, Item 3, approved by the Board of Public Works, May 10, 1954).

RECEIVING WARRANTS - The agency copy is to be retained for three years or until audited, whichever is later, and then destroyed. (General Schedule No. G-4, Item 3, approved by the Board of Public Works, May 10, 1954).

TRANSMITTAL FORM E-1 or E- $\frac{1}{2}$ (Comptroller of the Treasury Form) is to be retained for three years or until audited, whichever is later and then destroyed. (General Schedule No. G-5, Item 3, approved by the Board of Public Works, May 10, 1954).

9. MASTER AUTHORIZATION

This State-wide form of the Commissioner of Personnel is the authorization for entering the employee's name on the payroll or for making any changes in the pay rate. It also shows all pay deductions.

RECOMMENDATION: RETAIN WHILE EMPLOYED AND FOR THREE YEARS AFTER DATE OF SEPARATION, OR UNTIL AUDITED, WHICHEVER IS LATER, AND THEN DESTROY.

10. LEAVE RECORDS

This file includes the following records:

Leave record card - Form SEC 128-A, a standard State-wide form, prepared annually for each employee

Leave applications
 Doctors' certificates

RECOMMENDATION: RETAIN FOR THREE YEARS OR UNTIL AUDITED, WHICHEVER IS LATER, AND THEN DESTROY.

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FEB 16 1959

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